

**COUNCIL OF  
STUDENT ACADEMIC SERVICES DIRECTORS**

**MINUTES**

**August 19, 2009**

**204 Whitehurst**

**10:30 – 12:00 p.m.**

**Present: Kari Alldredge, Barbara Bremer, Celeste Campbell, Cheryl Devuyt, Jovette Dew, Mary Kay Jennings, Amy Martindale, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Jessica Roark, Craig Satterfield, Kristi Seuhs, Marlene Strathe, Paula Barnes, Linda Good, and Gail Gates.**

**1. New Veteran Benefits: Post 9/11 GI Bill and Yellow Ribbon Program – Celeste Campbell & Paula Barnes**

Paula Barnes said that she had been serving OSU's Veterans for some time. Veteran's Affairs determines which veterans are eligible for specific programs. The Registrar's Office reports information such as enrollment data, tuition, fees, term beginning and end dates, student attendance record, verification that courses are required for a degree, drop/add record, etc., to the state accrediting agency for veterans programs. The veterans benefit programs each have their own rules and benefits. The newest called the "Yellow Ribbon" program covers expenses that were not covered by other GI bills in the past and benefits may be transferred to dependents. Because enrollment cannot be confirmed with the VA until after add/drop, there could be a delay in reimbursements for the university and students. Send veterans to Paula if you hear of students experiencing problems with the process.

**2. Re-Admission Process – Kari Alldredge**

Kari noted that Jeff Hartman put the re-admission process into one policy (handout) and asked members to review for accuracy. Kristi Seuhs noted that the GPA for Nutritional Sciences applies to all students. Members asked if the re-admission petition could be available on-line and Kari said that she would check. Members commented that there are still inconsistencies with the student information sent to the colleges/units when they are asked to make a readmission decision. Members asked Kari to bring the re-admission petition and appeals form to the next meeting.

**3. Fall Events – Kari Alldredge**

Kari handed out the Undergraduate Admissions Fall 2009 Events schedule.

**4. Campus Tour Program – Kari Alldredge**

Kari noted that the Campus Tours Program will begin on Monday and the Student Activity Board representatives will give regular tours Monday through Friday. Members noted that they have received comments that the students do not have time for lunch on the tour days and Kari noted that the students schedule their own day. Mary Kay Jennings noted that the Center for Veterinary Health Sciences is interested in participating in the tours for pre-veterinary students. Kari asked to be contacted if there were any questions or concerns.

**5. Scheduling Software – Starfish – Amy Martindale**

Amy noted that their office is looking at ways to improve scheduling of advising appointments. Currently Arts and Sciences advisers have to maintain two calendars because the scheduling

software does not integrate with Outlook. She and Kevin Moore identified a software program called “Starfish” and that may meet their needs. Members were interested in learning more about the software. Amy noted that Tulsa Community College is piloting the software. Dr. Gates will contact Tina Meier in Information Technology to evaluate the product.

**6. Proposed Standard Data Requests – Amy Martindale**

Arts and Sciences has asked for specific reports to be added to ePrint and plans to use the data to identify and intervene with students as early as possible. The data will be available to all colleges:

- 1) On the existing monthly report of students by adviser, add date of birth and diploma application.
- 2) On the Tuesday of the second week of classes, identify students who were enrolled full-time before the semester, but dropped below full-time during the first week.
- 3) At the beginning of week 6 (while there is still time to enroll in later short courses), identify students who were enrolled full-time during the second week, but have dropped below full-time.
- 4) At the beginning of week 8 (before pre-enrollment for the next term begins), identify undecided/undeclared students with more than 45 cumulative hours, so they can be encouraged to declare a major before enrollment.
- 5) At weeks 4, 6, 8, 10, and 12, identify students who have a diploma application on file for the current semester and have dropped a course.
- 6) At the start of the freshmen enrollment period, (after senior, junior, and sophomore enrollment have passed), identify students whose adviser hold has not been cleared and who does not have a diploma application.
- 7) At the start of the open enrollment period (after all restricted enrollment periods have passed, but while students are still on campus), identify students enrolled in the current term who have not enrolled for the next term and who do not have a diploma application on file.
- 8) As soon as grades are submitted each term (December, May, and August), identify students who earned a D or F in any course that term.

**7. Add Faculty Email Addresses to the Missing Grade Reports and TBA List – Amy Martindale**

Amy commented that it would be helpful to add addresses of the faculty who teach TBA courses to the “Missing Grade Report” and asked if it could be sent to them in an Excel spreadsheet early in the semester.

**8. SIS Statement Regarding Prerequisites – Amy Martindale**

Deferred to next meeting.

**9. Recommend Reinstate the General Upper-Division Pre-requisite of 60 Hours Completed or 45 Hours With a 3.25 GPA – Amy Martindale**

Deferred to next meeting.

**10. Letter from Provost’s Office Regarding Remediation – Amy Martindale**

Deferred to next meeting.

## **11. Other**

Provost Strathe noted that preliminary data shows retention is up slightly from last year. The President believes that retention is a high priority. OSU had a higher retention rate five years ago and the Academic Profile is better, therefore retention should be higher. Six years ago the university had an 80% retention rate and now the university has a 77% retention rate. The President is asking colleges to set a goal to increase their retention rate, identify retention practices currently being used and to think about strategies for the future. What practices would be more time efficient and less costly? Dr. Strathe will be sharing retention trends with the Deans. There is an upcoming retention workshop which should prove to be beneficial.

Dr. Strathe noted that some retention efforts will need to be implemented by all colleges/units.

Adjourn: 12:05 p.m.